



Landmarks Certificate of Appropriateness & Overlay District Permit

Louisville Metro Planning & Design Services

Case No.: 19COA1144

Intake Staff: KP

Date: 5-10-19

Fee: No Fee

Instructions:

For detailed definitions of *Certificate of Appropriateness* and *Overlay District Permit*, please see page 4 of this application.

Project Information:

Certificate of Appropriateness: ☐ Butchertown ☐ Clifton ☒ Cherokee Triangle ☐ Individual Landmark
☐ Limerick ☐ Old Louisville ☐ Parkland Business ☐ West Main Street

Overlay Permit: ☐ Bardstown/Baxter Ave Overlay (BRO) ☐ Downtown Development Review Overlay (DDRO)
☐ Nulu Review Overlay District (NROD)

Project Name: The Dartmouth / Dartmouth Willow Terrace

Project Address / Parcel ID: 1416 Willow Avenue 11B, Louisville, KY 40204 / 077S011B0000

Total Acres: 0

Project Cost (exterior only): n/a PVA Assessed Value: \$625,000

Existing Sq Ft: 2,434 New Construction Sq Ft: n/a Height (Ft): Stories: 11

Project Description (use additional sheets if needed):

Install new Anderson Historical windows throughout the 11B condo due to severe deterioration, water intrusion, and major safety concerns.

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Contact Information:

Owner: ☐ Check if primary contact

Applicant: ☐ Check if primary contact

Name: Tommy Arnold

Name: Tommy Arnold

Company: Aspire Real Estate Designs

Company: Aspire Real Estate Group

Address: 1409 Highland Avenue

Address: 1409 Highland Avenue

City: Louisville State: KY Zip: 40204

City: Louisville State: KY Zip: 40204

Primary Phone: 502-442-1133

Primary Phone: 502-442-1133

Alternate Phone: 502-424-3900

Alternate Phone: 502-424-3900

Email: Tommy@TommyArnold.com

Email: Tommy@TommyArnold.com

Owner Signature (required):

 5-10-19

Attorney: ☐ Check if primary contact

Plan prepared by: ☐ Check if primary contact

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Primary Phone: _____

Alternate Phone: _____

Alternate Phone: _____

Email: _____


Email: _____

Certification Statement: A certification statement **must be submitted** with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, Tommy Arnold, in my capacity as Owner, hereby
representative/authorized agent/other

certify that Tommy Arnold/Aspire RE Design is (are) the owner(s) of the property which
name of LLC/ corporation / partnership / association / etc.

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature:  Date: 5-10-19

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

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Please submit the completed application along with the following items:

Required for every application:

- ☐ Land Development Report¹
- ☐ Current photographs showing building front, specific project area, and surrounding buildings
- ☐ Elevations, pictures, samples, brochures, or other technical data describing materials, such as windows, doors, roofing, fencing, etc. to be used in the renovation or replacement

Site and Project plan: *(required for building additions, new structures and fencing)*

- ☐ Site plan *drawn to scale* with dimensions, as applies to the project, indicating property lines, structures, landscaping, fencing, and parking
- ☐ Floor plans *drawn to scale* with dimensions and each room labeled
- ☐ Elevation drawings (a drawing showing exterior walls) *drawn to scale* with dimensions. For fencing, only photos/drawings of the proposed fence are required.

Committee Review Only

Committee reviews may be required due to the complexity of the case. The necessity of these items will be determined by staff upon review. Projects requiring committee level review include construction of new buildings, demolition, and projects that vary widely from design guidelines.

- ☐ Two sets of 11"x17" format site plans drawn to scale with dimensions
- ☐ Two sets of 11"x17" elevation drawings to scale with dimensions
- ☐ Two sets of 11"x17" landscaping drawings to scale with dimensions
- ☐ One set of mailing label sheets for: 1st tier Adjoining Property Owners (APOs)³, owners, applicants, contacts, and Case Manager. Applicant is responsible for mailing.
- ☐ One copy of the mailing label sheets

Resources:

1. For a Land Development Report, go to the following website and enter address in the search bar. After the map zooms to the location, click on the icon that looks like the letter "d" in a green circle. Print report.
<https://www.lojic.org/lojic-online>
2. Deeds and plats can be found at the Jefferson County Clerk's Office (527 West Jefferson Street, 2nd fl, 502-574-6220. Many deeds, plats and other records are available online at:
<https://search.jeffersondeeds.com/>
3. Adjoining property ownership information can be found at the Property Valuation Administrator (PVA) office at 531 Court Place, Suite 504 or via their website: <https://jeffersonpva.ky.gov/property-search/>
4. View agency comments at: <http://portal.louisvilleky.gov/codesandregs/mainsearch>. Enter your case number in the 'Permit/Case/Docket Number' search bar and then select your case under the 'Application Number' tab.

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Submittal Instructions:

Applications are due on Fridays at 5:00 p.m. Once complete, please bring the application and supporting documentation to: Planning and Design Services, located at 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <https://louisvilleky.gov/government/planning-design/>

Definitions:

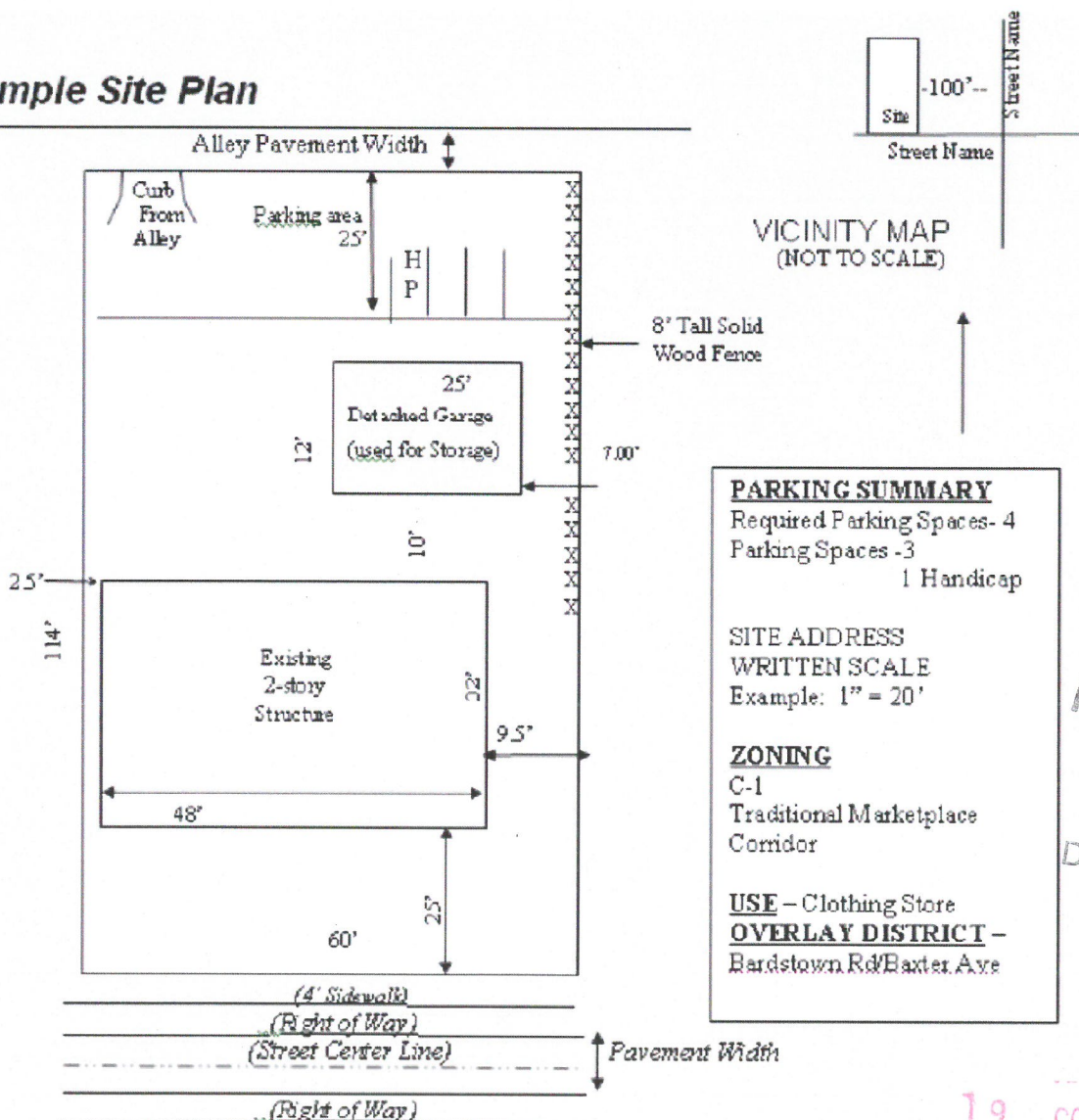
Certificate of Appropriateness: A project involving physical changes to the exterior of a building, structure, or property designated as a local landmark or located within a local preservation district shall require prior approval in the form of a Certificate of Appropriateness. An approval requires substantial conformance to design guidelines established for each landmark and district. The design guidelines, along with other information regarding local preservation districts, may be found at the website of the Landmarks and Preservation Districts Commission:

<https://louisvilleky.gov/government/planning-design/historic-preservation-landmarks-and-overlay-districts>

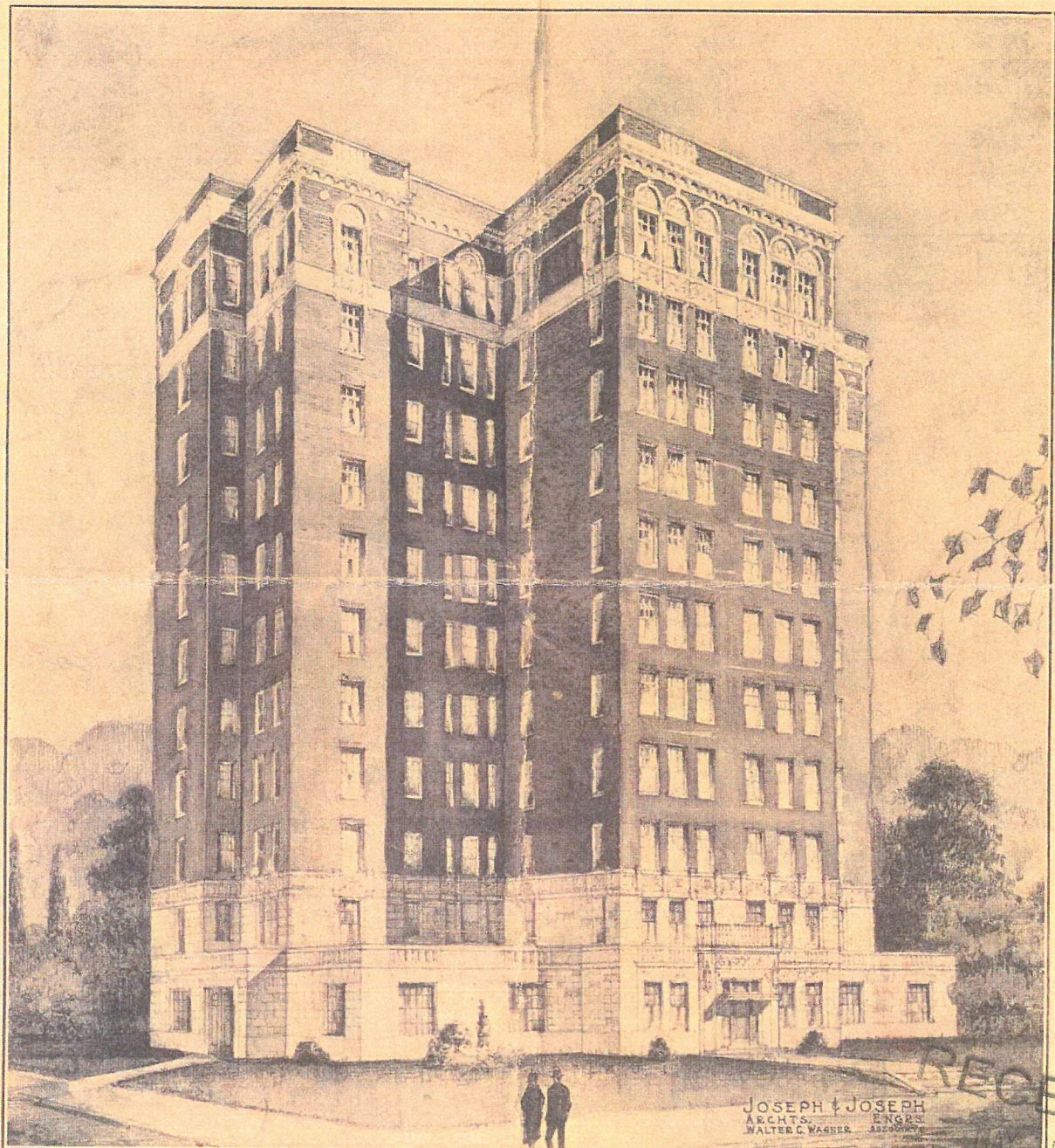
Overlay District Permit: A project involving physical changes to the exterior of a building, structure, or property within an overlay district shall require prior approval in the form of an Overlay Permit. An approval requires substantial conformance to design guidelines established for each overlay district. The design guidelines, along with other information regarding overlay districts, may be found at the following website:

<https://louisvilleky.gov/government/planning-design/historic-preservation-landmarks-and-overlay-districts>

Sample Site Plan



The Dartmouth



WILLOW AVE. AT CHEROKEE PARK

Owned and Operated by
THE MATZ REALTY COMPANY
Incorporated
S. L. MATZ, MANAGER

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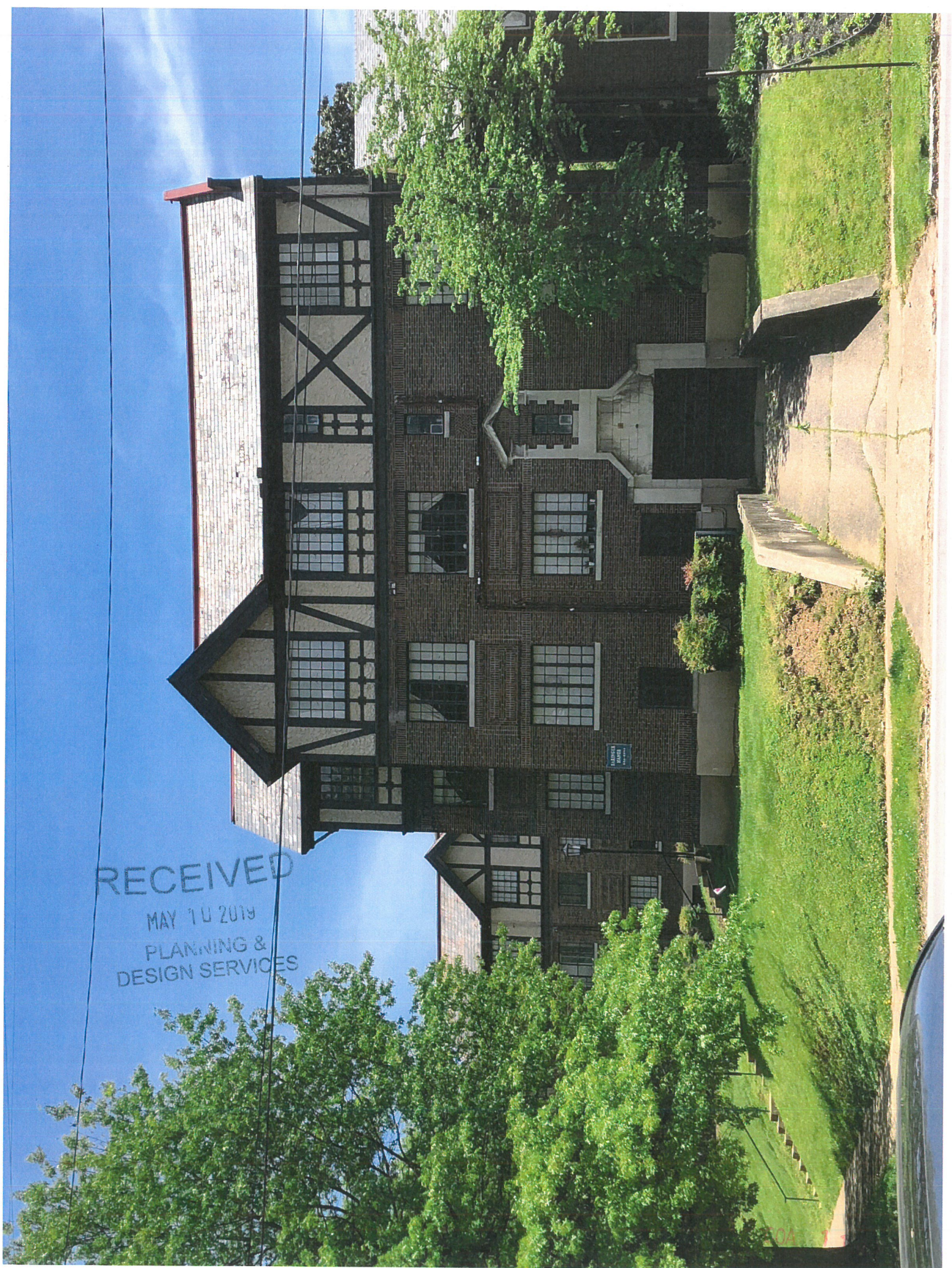
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WILLOW ST
Baringer Ave 2000

STOP

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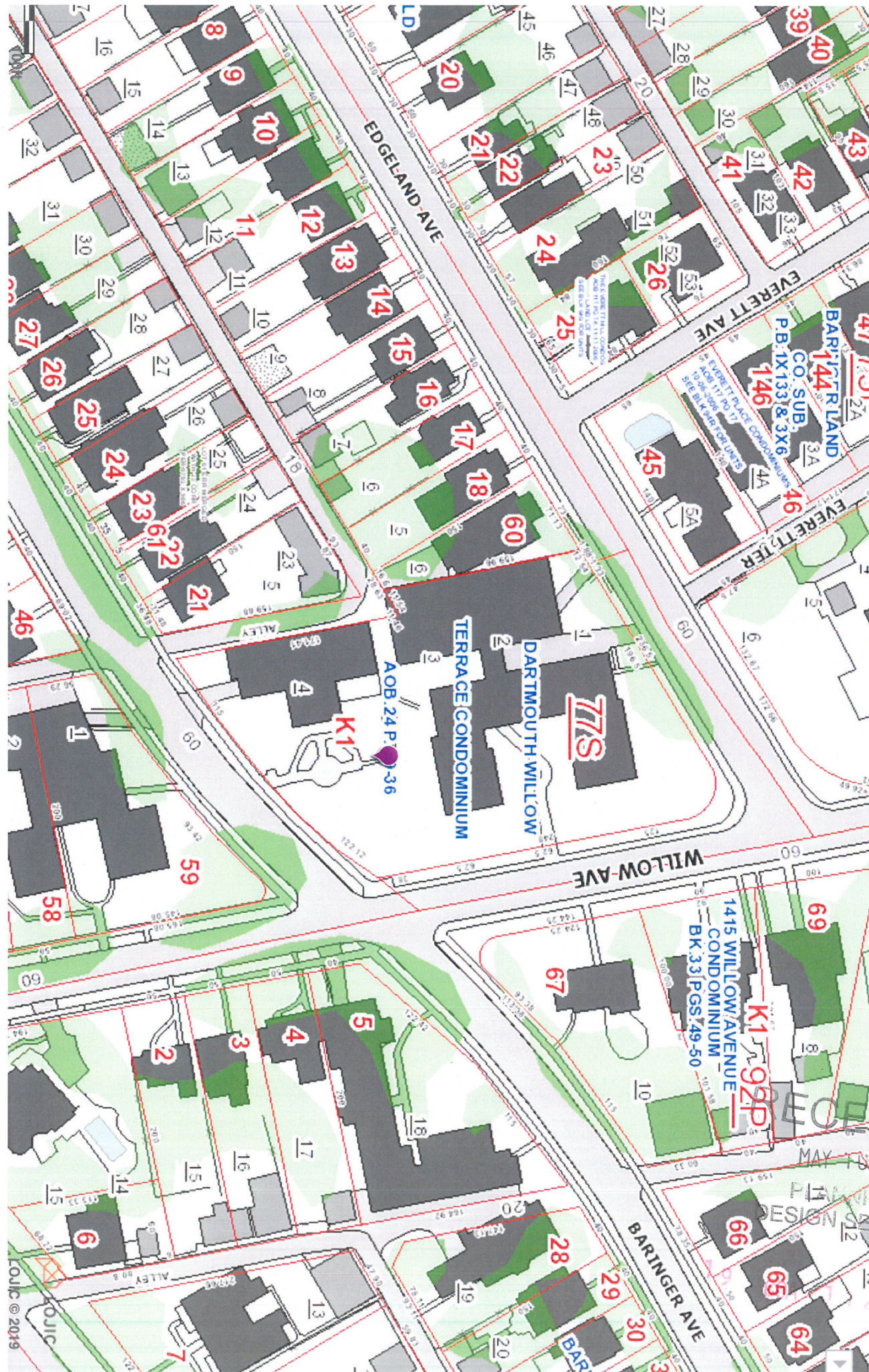
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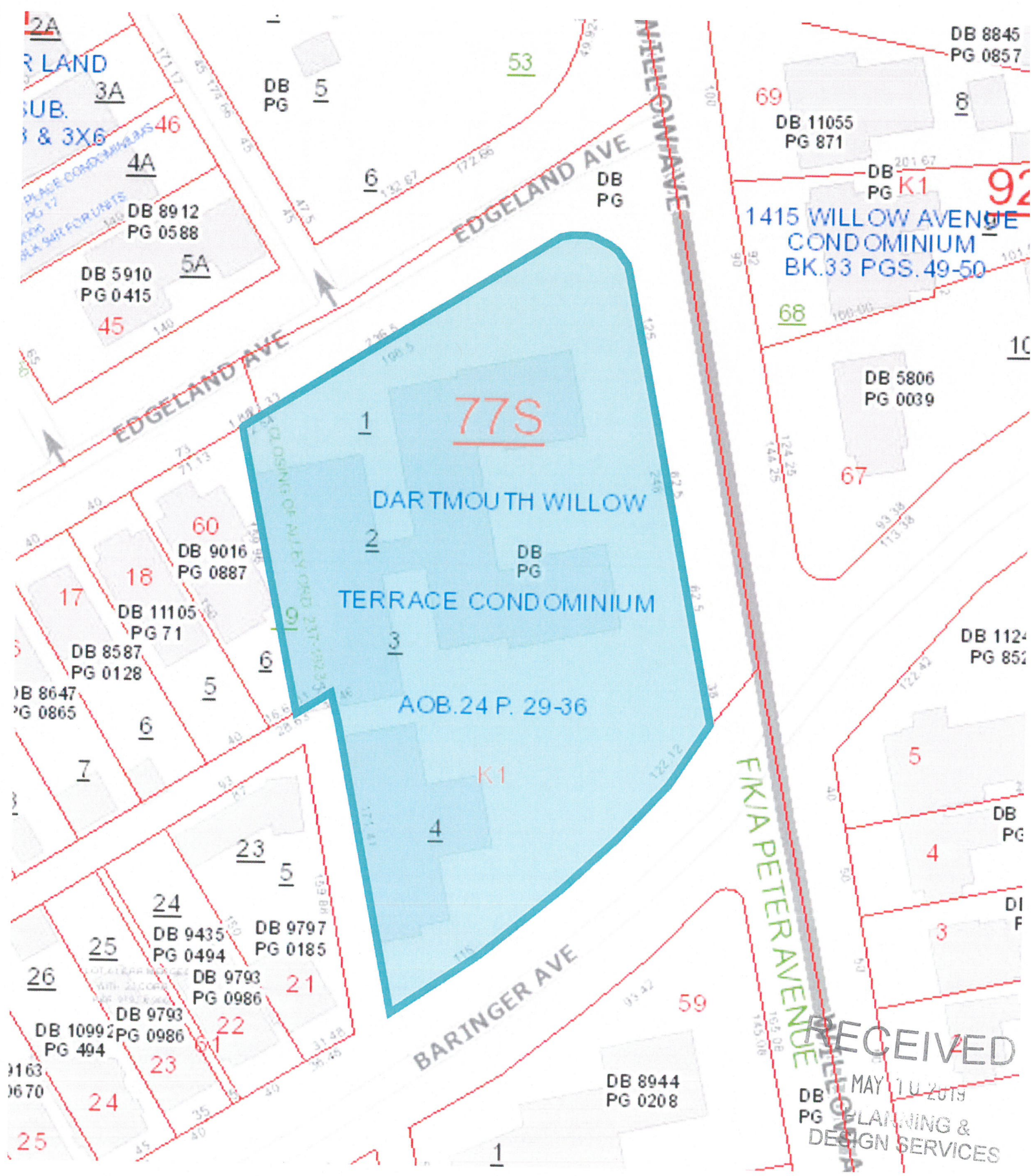
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DOA 778





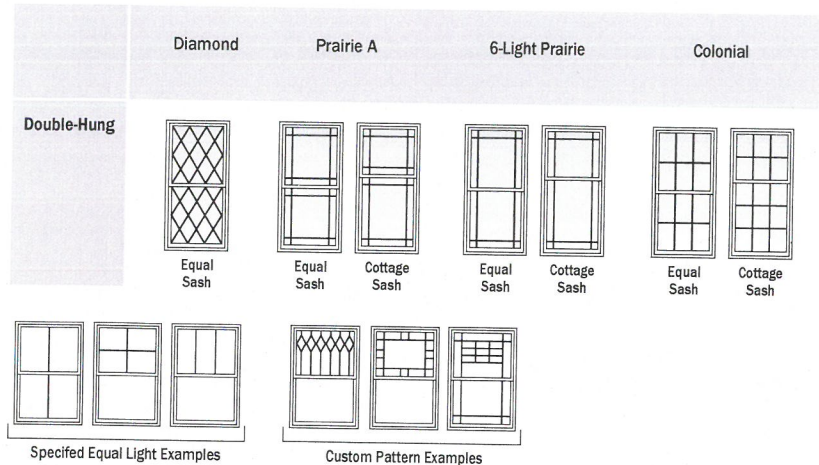
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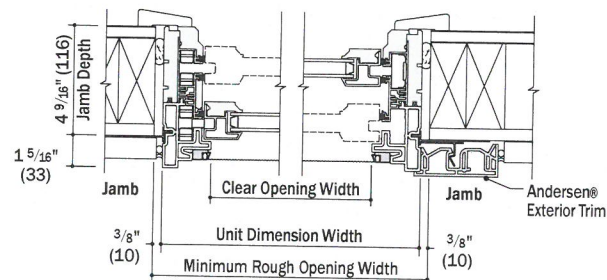
Grille Patterns



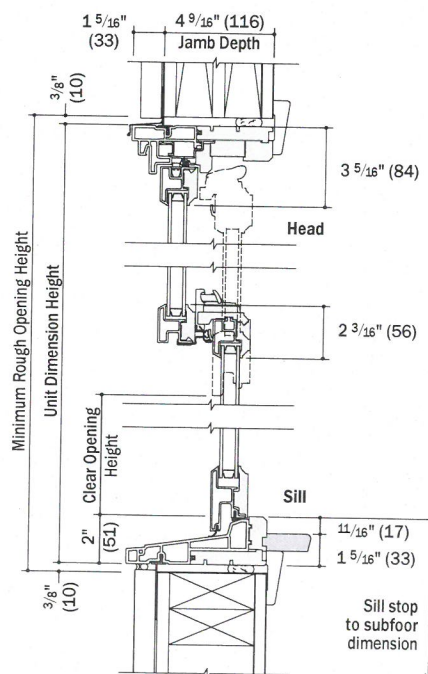
Double-hung window patterns are also available in Upper Sash Only (USO) configurations. For picture window patterns that require alignment with double-hung patterns, identify the double-hung sash style (equal, cottage, reverse cottage) when ordering. **Number of lights and overall pattern varies with window size. Patterns shown may not be available for all sizes.** Specified equal light and custom patterns are also available. Some restrictions apply. For more information on divided light, see pages 12-13 or visit andersenwindows.com/grilles.

Double-Hung Window Details

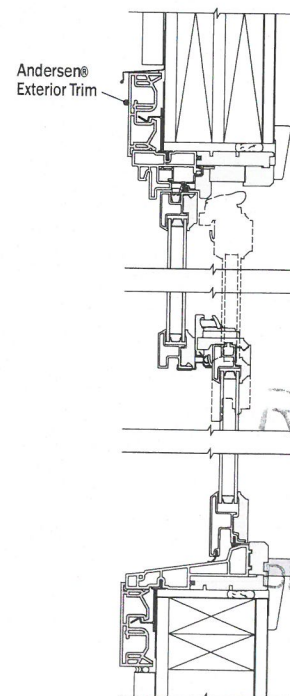
Scale 1 1/2" (38) = 1'-0" (305) – 1:8



Horizontal Section



Vertical Section



Vertical Section

See pages 64-66 for horizontal and vertical joining details.

- 4 9/16" (116) jamb depth measurement is from back side of installation fange.
- Light-colored areas are parts included with window. Dark-colored areas are additional Andersen® parts required to complete window assembly as shown.
- Dimensions in parentheses are in millimeters.
- Rough openings may need to be increased to allow for use of building wraps, flashing, sill panning, brackets, fasteners or other items. See installation information on pages 236-237.
- Details are for illustration only and are not intended to represent product installation methods or materials. Refer to product installation guides at andersenwindows.com.

FEATURES

CASEMENT & AWNING

Frame

A Frame constructed with a wood core and a Fibrex® composite material exterior. This construction produces a rigid frame and a low-maintenance, durable exterior.

B Wood members are treated with a water-repellent preservative for long-lasting* protection and performance.

C The weatherstripping system combines an exterior watershed design and a foam weatherstrip seal between the sash and frame, providing a long-lasting, energy-efficient barrier against wind, water and dust.

D A factory-applied rigid vinyl fange helps seal the unit to the structure. Available in a standard design or in a trim fange design (shown). The trim fange allows for Andersen® exterior trim surrounds to be applied in seconds after window installation.

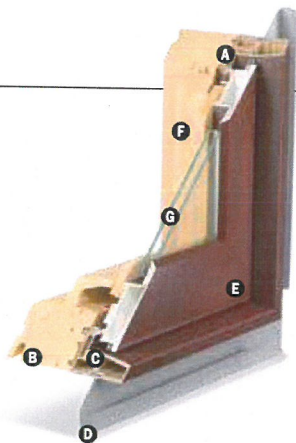
Sash

E Fiberglass construction provides durable, strong and long-lasting** performance. Finished with a Flexacron® paint system. This stabilized polyester paint is electrostatically applied for maximum protection and a lustrous, low-maintenance finish.

Traditional architectural style:

- Classic chamfer detailing
- The look of mortise-and-tenon joinery
- Tall bottom rail on casement window aligns with double-hung and picture windows for common sight lines

F Natural wood interiors are treated with a water-repellent preservative for long-lasting* protection and performance. Interior stops are fastened using a compression fit system so there are no nail holes to fill.



G Glass

See page 27 for details.

Hardware

Smooth Control Hardware System

Smooth operation provided by a worm gear drive design makes opening and closing almost effortless regardless of unit size. Also available with an optional split-arm operator that moves the sash away from the frame for easier glass cleaning (not available on all sizes). Hardware option and finish must be specified. Operator handle and cover sold separately.

Single-Action Casement Lock



Single-action lock easily releases all locking points on casement sash while the reach-out action eliminates binding when closing. The lock handle is offered in finishes that coordinate with your specified hardware option.

Awning Sash Lock

Awning windows feature dual sash locks. Hardware style and finish options are compatible with Andersen casement windows to ensure consistency in appearance when used in combination designs.

DOUBLE-HUNG

Frame

A Frame constructed with a wood core and a Fibrex composite material exterior. This construction produces a rigid frame and a low-maintenance, durable exterior.

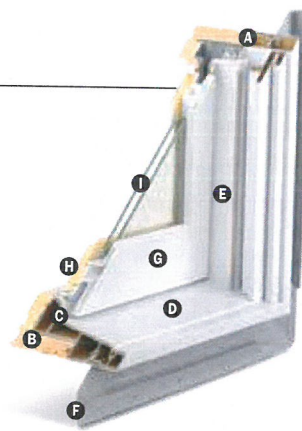
B Wood members are treated with a water-repellent preservative for long-lasting* protection and performance.

C The dual weatherstripping system utilizes a double foam-filled design that creates a pressure equalization chamber, knocking down driving rain and delivering a long-lasting, energy-efficient barrier against wind, water and dust.

D Traditional sloped sill design.

E For units with White exterior, exterior jamb liner is White. For all other exterior colors, the exterior jamb liner is Sandtone. All double-hung windows include lower jamb liner cover/inserts that match the window exterior color.

F A factory-applied rigid vinyl fange helps seal the unit to the structure. Available in a standard design or in a trim fange design (shown). The trim fange allows for Andersen exterior trim surrounds to be applied in seconds after window installation.



I Glass

See page 27 for details.

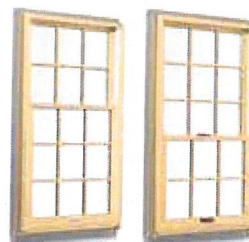
Hardware

Sash Lock



Traditional spoon lock design has an integrated *Tilt to Clean* feature.

Sash Options**



Cottage Style

Reverse Cottage Style

Sash

G Fiberglass construction provides durable, strong and long-lasting** performance. Finished with a Flexacron paint system. This stabilized polyester paint is electrostatically applied for maximum protection and a lustrous, low-maintenance finish.

Traditional architectural style:

- Classic chamfer detailing
- The look of mortise-and-tenon joinery
- Tall bottom rail on double-hung window aligns with casement and picture windows for common sight lines

H Natural wood interiors are treated with a water-repellent preservative for long-lasting* protection and performance. Interior stops are fastened from behind so there are no nail holes to fill.

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* Visit andersenwindows.com/warranty for details.

** Shown on 400 Series Tilt-Wash double-hung full-frame windows.

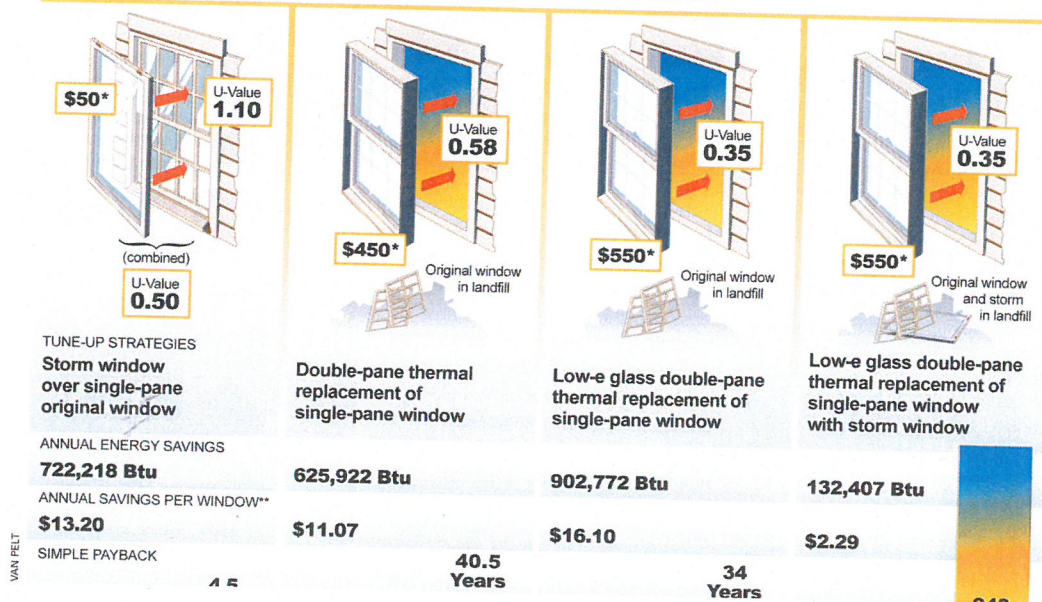
*Flexacron® is a registered trademark of PPG Industries, Inc.

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STACK:

-dictionary-
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Let the Numbers Convince You: Do the Math



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Notice: Coming soon this website will be replaced by a new and improved business portal. Learn more at the [New Business Portal informational page](#)

Home

Development Reports

Planning Reports

Property Reports

Contractor Report



Louisville-Jefferson County Metro Government

Department of Codes and Regulations

Department of Planning and Design Services
444 S. 5th Street
Louisville, KY 40202
502.574.6230
<http://www.louisvilleky.gov/PlanningDesign/>

Urban Design Application

Project Number	18COA1219	Docket Number	n/a	Application Type	Certificate of Appropriateness	Application Submission Date	08/31/2018
Location	1416 WILLOW AVE LOUISVILLE, KY 40204	Project	CT-Windows	Type of Work	Certificate of Appropriateness		
Project Description	A Certificate of Appropriateness for the installation of kitchen windows on a residential property in the Cherokee Triangle Historic Preservation District.						
Size / Area		Unit of Measure		Size Description			
Total Acres		Notice		Number of Notices			
More documents:	View related documents						

Contacts

Association	Name	Address	City/State/Zip	Phone	Email
	GEORGE L TRUSTEE ATKINS	ADDRESS UNKNOWN	CONDO LAND LOT, KY C-LOT	(502)000-0000x0	
	Apsire Real Estate Designs Tommy Arnold	1416 Willowa Ave	Louisville, KY 40204	(502) 442-1133	tommy@tommyarnold.com

Re-Zoning Detail

Class	From	To	Acres
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Case Managers

Name	Phone	Email
BECKY GORMAN	(502) 574-5210	becky.gorman@louisvilleky.gov

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Agency Comments

Problem Link	Review Type	Assign To	Comments Due Date	Start Date	Complete	Status
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Date

<u>461250</u>	PDS INTAKE	09/19/2018	08/31/2018	08/31/2018	APPROVED
<u>461251</u>	PDS	09/19/2018	09/10/2018	09/10/2018	APPROVED

Revised Plans Submittal Log

Received Date

Comments

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Land Development Report

April 25, 2019 10:10 AM

About LDC

Location

Parcel ID: 077S00K10000
Parcel LRSN: 9750353
Address: MULTIPLE ADDRESSES

Zoning

Zoning: R8A, R5B
Form District: TRADITIONAL NEIGHBORHOOD
Plan Certain #: NONE
Proposed Subdivision Name: NONE
Proposed Subdivision Docket #: NONE
Current Subdivision Name: BARRINGER LAND CO SUBDIVISON
Plat Book - Page: 02-272
Related Cases: NONE

Special Review Districts

Overlay District: NO
Historic Preservation District: CHEROKEE TRIANGLE
National Register District: CHEROKEE TRIANGLE
Urban Renewal: NO
Enterprise Zone: NO
System Development District: NO
Historic Site: YES - MULTIPLE

Environmental Constraints

Flood Prone Area

FEMA Floodplain Review Zone: NO
FEMA Floodway Review Zone: NO
Local Regulatory Floodplain Zone or
Combined Sewer Floodprone Area: NO
Local Regulatory Conveyance Zone: NO
FEMA FIRM Panel: 21111C0043E

Protected Waterways

Potential Wetland (Hydric Soil): NO
Streams (Approximate): NO
Surface Water (Approximate): NO

Slopes & Soils

Potential Steep Slope: NO
Unstable Soil: NO

Geology

Karst Terrain: YES

Sewer & Drainage

MSD Property Service Connection: YES
Sewer Recapture Fee Area: NO

Services

Municipality: LOUISVILLE
Council District: 8
Fire Protection District: LOUISVILLE #4
Urban Service District: YES

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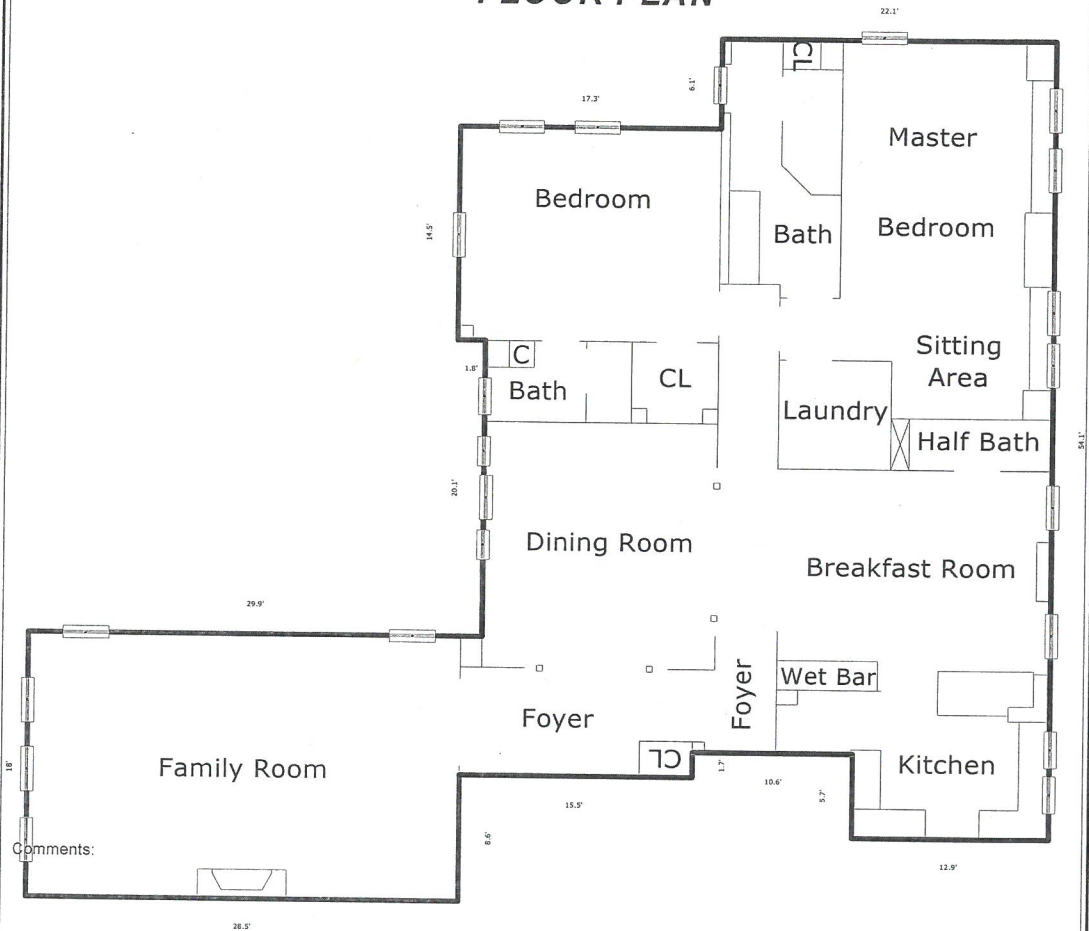
Edwards Appraisal
SKETCH ADDENDUM

File No. 19049235m
 Case No.

Borrower
 Property Address 1416 Willow Avenue, #11B
 City Louisville County Jefferson State KY Zip Code 40204
 Lender/Client Tommy Arnold Address

INTERIOR WALLS ARE APPROXIMATE
 Square Footage is Based on
 Interior Wall Measurements Only

FLOOR PLAN



AREA CALCULATIONS SUMMARY				LIVING AREA BREAKDOWN		
Code	Description	Net Size	Net Totals	Breakdown		Subtotals
GLA1	Floor Plan	2375.05	2375.05	Floor Plan		
				6.1 x	22.1	134.81
				5.7 x	12.9	73.53
				1.7 x	44.0	74.80
				7.7 x	67.5	519.75
				20.1 x	37.6	755.76
				14.5 x	39.4	571.30
				8.6 x	28.5	245.10
Net LIVABLE Area		(rounded)	2375	7 Items	(rounded)	2375

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Bobbie Holsclaw
Jefferson County Clerk's Office

As evidenced by the instrument number shown below, this document
has been recorded as a permanent record in the archives of the
Jefferson County Clerk's Office.



INST # 2018066195

BATCH # 121526

JEFFERSON CO, KY FEE \$17.00

STATE OF KY DEED TAX \$625.00

PRESENTED ON: 03-21-2018 8 09:55:30 AM

LODGED BY: BORDERS & BORDERS

RECORDED: 03-21-2018 09:55:30 AM

BOBBIE HOLSCRAW

CLERK

BY: JOLENE CARDWELL

RECORDING CLERK

BK: D 11110

PG: 304-307

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527 W Jefferson St ~ Louisville, KY 40202 (502) 574-5700

Website: www.jeffersoncountyclerk.org | Email: countyclerk@jeffersoncountyclerk.org

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3+
CUL

20180748

AFTER RECORDING RETURN TO
BORDERS & BORDERS, ATTORNEYS
920 DUPONT ROAD
LOUISVILLE, KY 40207

WARRANTY DEED

THIS DEED, made this the 20th day of March, 2018, by and between Gary Matheis, unmarried, Party; of the 1416 Millman Ave unit # 11B Louisville KY 40204 First Part whose mailing address is 1416 Millman Ave unit # 11B Louisville KY 40204 and Aspire Real Estate Designs, LLC a Kentucky Limited Liability Company, Party of the Second Part, whose mailing address and in-care-of address, for tax purposes, 1409 Highland Avenue, Louisville, KY 40204

WITNESSETH: That, for a valuable consideration in the amount of \$625,000.00, the receipt of which is hereby acknowledged, the Party of the First Part hereby convey unto the Party of the Second Part, in fee simple, with covenant of GENERAL WARRANTY, the following described property located in Jefferson County, Kentucky, to-wit:

See Attached Exhibit "A" which is incorporated herein and made a part hereof by reference.

Being the same property conveyed to the Party of the First Part by Deed dated March 3, 2011, and recorded in Deed Book 9691, Page 563, in the office of the Clerk aforesaid.

Any spouse of the Party of the First Part, who is not an owner (i.e, not on the title to the property) is signing only for the purpose of releasing his or her Dower or Curtesy interest in the property and makes no warranties or representations to any Party of the Second Part.

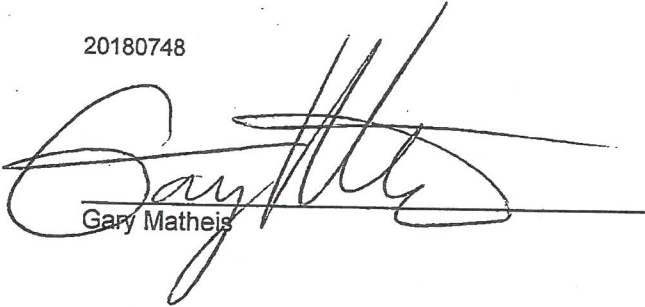
The Party of the First Part further covenant lawful seizin of the estate hereby conveyed, with full power to convey the same, and that said estate is free of encumbrances except restrictions and easements of record, and State, County and School taxes due and payable in 2018 and all subsequent taxes which Party of the Second Part do hereby assume and agree to pay.


The Parties hereto state that the consideration reflected in this deed is the full consideration paid for the property. The Party of the Second Part join in this deed for the sole purpose of certifying the consideration pursuant to KRS Chapter 382.

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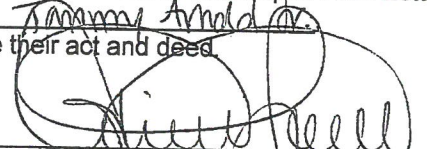
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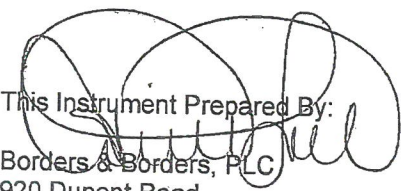

Gary Matheis


Aspire Real Estate Designs, LLC a Kentucky Limited
Liability
Company
By: Thomas R. Arnold Vn.
As: Member

State of Kentucky
County of Jefferson

I hereby certify that the foregoing deed and consideration certificate were acknowledged and sworn to before me this the 20th day of March, 2018, by Gary Matheis, unmarried, and Aspire Real Estate Designs, LLC a Kentucky Limited Liability Company, by Thomas R. Arnold as Member, Parties thereto to be their act and deed.


Notary Public Kentucky, State at Large
Print Name Chino L. Hurrell
My Commission Expires: 1-8-2021


This Instrument Prepared By:
Borders & Borders, PLC
920 Dupont Road
Louisville, KY 40207
(502) 894-9200

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Exhibit "A"

BEING Unit 11-B, in THE DARTMOUTH, a Condominium Unit in DARTMOUTH-WILLOW TERRACE CONDOMINIUM, a Horizontal Property Regime, pursuant to Master Deed dated July 1, 1981, of record in Deed Book 5238, Page 621, in the office of the Clerk of the County Court of Jefferson County, Kentucky, and as shown on plans of same of record in Apartment Ownership Book 24, Pages 29 through 36, inclusive, and in Clerk's File Number 271, all in the office aforesaid.

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END OF DOCUMENT

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Historic Landmarks and Preservation Districts Commission

Certificate of Appropriateness

To: Tommy Arnold, Aspire Real Estate Designs
Thru: Cynthia Johnson-Historic Preservation Officer
From: Becky Gorman-Historic Preservation Specialist
Date: September 7, 2018



Case No: 18COA1219
Classification: Staff Review

GENERAL INFORMATION

Property Address: 1416 Willow Ave

Applicant: Tommy Arnold
Aspire Real Estate Designs
1416 Willow Avenue #11B
Louisville, KY 40204

Owner: same as applicant

Estimated Project Cost: \$1,000

Description of proposed exterior alteration:

The applicant requests approval to replace 2 missing windows on the back wall of the unit in the kitchen above the sink. The new windows are Andersen Architectural Collection, aluminum-clad, one-over-one double-hung windows.

Communications with Applicant, Completion of Application

The application packet was received on August 31, 2018. It was determined to be complete and requiring staff review on September 4, 2018. Staff had previously toured the unit with the owner to discuss window replacement.

FINDINGS

Guidelines

The following design review guidelines, approved for the Cherokee Triangle Preservation District, are applicable to the proposed exterior alteration: **Window.**

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The report of the Commission Staff's findings of fact and conclusions with respect to these guidelines is attached to this report.

The following additional findings are incorporated in this report:

Site Context/ Background

The site, zoned R8A, is located on the west side of Willow Avenue in the Traditional Neighborhood Form District. It is located at the northwest corner of Baringer Avenue and Willow Avenue. The site contains an eleven story Beaux Arts style apartment building surrounded by other multi story apartment buildings of varying architectural styles.

Conclusions

The proposed window replacement meets the design guidelines for Window. The windows being replaced are completely missing. The new windows meet the design guidelines for replacement W2, W4, and W7.

DECISION

On the basis of the information furnished by the applicant, the application for a Certificate of Appropriateness is approved with **the following conditions:**

1. The new replacement windows must match the historic opening size, appearance, design, proportions, and profiles of the existing windows and must have clear glazing.
2. Any changes shall be submitted to staff for approval prior to installation.

The foregoing information is hereby incorporated in the Certificate of Appropriateness as approved and is binding upon the applicant, his successors, heirs or assigns. This Certificate does not relieve the applicant of responsibility for obtaining the necessary permits and approvals required by other governing agencies or authorities.


Becky P. Gorman
Historic Preservation Specialist

9/10/18
Date

Attached Documents / Information

1. Staff Guideline Checklist

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DATE: 9/10/18

SERVICES

WINDOW

Design Guideline Checklist

- + Meets Guidelines
- Does Not Meet Guidelines
- +/- Meets Guidelines with Conditions as Noted
- NA Not Applicable
- NSI Not Sufficient Information

	Guideline	Finding	Comment
W1	Replace severely deteriorated historic windows with new windows that convey the same visual appearance. Replacement windows may either be accurate reproductions using historical, pictorial, and physical documentation or be a new design that is compatible with the historic character of the building and the district. Use of vinyl- and aluminum-clad wood window systems on primary elevations may be permissible if the proportion and detail closely match the original.	+	The windows proposed for replacement are missing.
W2	Select windows that match the historic sash dimension, muntin configuration, reveal depths, glass-to-frame ratios, glazing patterns, frame dimensions, trim profiles, and decorative features when repair of original windows is impossible.	+	See conditions.
W3	Evaluate the option of using appropriate salvage materials when replacing windows that are deteriorated beyond repair.	NA	
W4	Do not use replacement sash that does not fit historic window openings. Original openings should never be blocked-in to accommodate stock windows	+	See conditions.
W5	Do not install contemporary picture, glass block, or louver windows in exterior window openings.	NA	
W6	Do not install synthetic replacement windows (vinyl, etc.) on primary facades.	NA	
W7	Install replacement windows that operate in the same way as the original windows - double-hung windows are replaced with double-hung, and casement windows are replaced with casements.	+	
W8	Do not replace multi-pane windows that have true divided lights with thermal glazing windows that have false "snap-in" or applied muntins on primary façade elevations.	NA	
W9	Do not apply reflective or insulating film to window glass.	NA	Glazing will be clear.
W10	Do not use smoked, tinted, low-E, or reflective glass on building facades that can be seen from a public way.	NA	Glazing will be clear.
W11	Use large sheets of clear glass when replacement of storefront display windows is required.	NA	
W12	Do not block-in or back-paint transoms or sidelights.	NA	
W13	Use surviving prototypes to reconstruct missing window elements, such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds. The reconstructed element should be constructed of materials for which there is a historic precedent or a compatible substitute material if that is not possible.	NA	RECEIVED
W14	Do not alter the number, size, location, or shape of original windows seen from a public way by making new window openings or permanently blocking existing openings. If windows are no longer needed, they should be shuttered if original shutters exist. If shutters do not exist, a temporary closure should be prepared, leaving the window frame intact.	NA	MAY 10 2019 PLANNING & DESIGN SERVICES

W15	Locate any new windows openings that may be required for a new use on a façade that cannot be seen from a public way. Newly-installed windows should be compatible with the overall design of the building.	NA	
W16	Do not obscure historic window trim with metal or siding material.	NA	
W17	Do not install new floors or dropped ceilings that block the glazed area of historic windows. If such an approach is required, the design should incorporate setbacks that allow the full height of the window to be seen unobstructed.	NA	
W18	Install exterior storm windows that duplicate the shape of the original window. Storm windows should be painted to match the color of the window frame.	NA	
W19	Do not install exterior storm windows or screens that damage or obscure historic windows or frames. Mount storm windows on the blind stop within the window frame. Storm window or screen rails should always match the rails of the windows behind. They should have either wood or narrow, metal frames that are painted to match the color of the building trim.	NA	
W20	Do not install window air conditioning units on a primary façade if installation on a secondary façade can address the same need. If this is not an option, do not alter the window sash to accommodate the air-conditioning unit.	NA	
W21	Install any security bars in such a way that they do not obscure the architectural character of original windows or damage historic fabric. Commercial security grills should retract out of sight during business hours.	NA	
W22	Design awnings to complement existing architectural features. They should not overwhelm the façade.	NA	
W23	Install awnings made of weather-proofed canvas of a traditional form. Fiberglass, metal, plastic, and back-lit awnings that have contemporary shapes are inappropriate and visually intrusive.	NA	
W24	Select an awning color that complements the building, with solid colors and narrow or wide stripes running perpendicular to the building being the preferred patterns.	NA	
W25	Install awnings in a way that does not harm the building. Hardware installation should be limited to that which is required for structural stability and should be driven into mortar joints rather than into masonry.	NA	
W26	Attach awnings between the window display area and the signboard or second-floor window sills. Awnings should be attached below the transom line where historic prism glass is present and building scale allows.	NA	
W27	Install awnings so that the valance is no lower than 7' above the sidewalk.	NA	
W28	Repair shutters with in-kind materials. If damage is so extensive that they cannot be repaired, replacement shutters should match the visual appearance of the originals.	NA	
W29	Install shutters only where there is historic evidence for them. Replacement shutters should be or appear to be operable, measure the full height and width of the windows, and be constructed of a historically-appropriate material. Solid shutters are appropriate for the ground floor, and solid or louvered shutters are appropriate for upper floors.	NA	
W30	Mount replacement shutters so that they partially cover the vertical trim of the window frame. This gives shutters the appearance that they are indeed operable, even if in truth they are not. Shutters should not be applied to the masonry or cladding on either side of the window.	NA	
W31	Do not install aluminum or vinyl shutters.	NA	
W32	Photographically document architectural features that are slated for reconstruction prior to the removal of any historic fabric.	NA	

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